



# **Chapter 1: Submittal Processing**

**Seattle District, NWS**

**Last updated: 19NOV13**



## Chapter 1

### Submittal Processing

**1. General.** The purpose of this chapter is to provide information, establish guidance, and outline procedures / responsibilities regarding the processing of submittals in accordance with Specification Section 01 33 00.

**2. Applicability.** This guidance applies to all projects controlled by the Joint Base Lewis-McChord (JBLM) Area Office, Construction Division, Seattle District, U.S. Army Corps of Engineers.

**3. Guidance.** The following guidelines and documents have been updated to reflect the most current policy regarding the preparation, receiving, disposition, and distribution of transmittals of shop drawings, equipment data, material samples, and other submittals required per contract documents.

**a. Transmittal Guide and eSubmittal Guide.** These documents include guidance for contractors on the specifics of the JBLM Area Office. These guides are provided in Figure 1-1 Transmittal Guide and Figure 1-2 eSubmittal Guide.

**b. Submittal Review Guide.** Updates to the classifications codes and action codes are provided for use by the contractor and government reviewers. This guide is provided in Figure 1-3 Submittal Review Guide.

**c. Submittal Classification Examples.** Updates to the examples of submittals are provided as a guideline for contractors and government reviewers / project teams. See Figure 1-4 Submittal Classification Examples.

**d. Submittal Procedures Flowchart.** Establishes visual guidance for project teams and government reviewers. It shows the steps / process for the review and disposition of submittals and eSubmittals. See Figure 1-5 Submittal Procedures Flowchart.

**e. Example completed ENG Form 4025.** This document provides an example of a completed ENG Form 4025 that has been processed. See Figure 1-6 Completed ENG Form 4025.

**f. Example “Received” Notation.** This document provides an example of the format for receiving FIO documents at the project site. In lieu of an official “received” stamp, the example format should be followed. See Figure 1-7 Received Notation.

**g. O&M Submittal Register Guidance.** This document provides guidance to help contractors simplify and optimize their submittal register with regard to Operations and Maintenance Manuals. See Figure 1-8.

Enclosures

Figure 1-1 Transmittal Guide

Figure 1-2 eSubmittal Guide

Figure 1-3 Submittal Review Guide

Figure 1-4 Submittal Classification Examples

Figure 1-5 Submittal Procedures Flowchart

Figure 1-6 Completed ENG Form 4025

Figure 1-7 Received Notation

Figure 1-8 O&M Submittal Register Guidance

